



**2015 LIVE FOREVER TOUR** 



# **FACILITATOR GUIDE**

For Ground Team Training Session

## THANK YOU

Thank you, again, for your willingness to lead a popwe ground team in your local area!

By now, your volunteer recruiting efforts are undoubtedly well underway! As a reminder, the goal is to have about 10 people at your training session — or a team of 5-10 at the concert/event. If you have questions or need help with this aspect of your role, please let us know! Don't forget to use the invitation template and Ground Team leader checklist(s) to guide you every step of the way.

We know how busy you are, so we built this Facilitator's Guide to allow you to spend a minimal amount of prep time but still deliver a high-impact session!

#### A few notes about the session itself:

You have three primary objectives:

- To INTRODUCE your team to popwe,
- To EQUIP your team for a successful concert/event, and
- To INSPIRE your group through the "power of story."

**IMPORTANT:** This session is designed to reinforce belief in the POWER OF PRAYER, and to provide the opportunity to learn and practice the "art" of praying over someone. Our hope is that your volunteers will receive and create impact that extends far beyond the night of the concert.

And, don't worry if "training" is not your area of expertise! The session includes several videos, along with small group activities and lots of discussion questions. It's designed to encourage dialogue and build trust among the group.

#### For example -

- You'll start with an "icebreaker" exercise on the very first slide; even if you know the group well, this helps everyone get into the right mindset for the session.
- The next activities around the power of story create a "safe zone" by asking the group to give their thoughts and reactions to some of Matthew's songs – note, we are building their confidence in sharing with each other before moving into the prayer process.
- Finally, after you share the steps of the prayer process, you will divide them into pairs for a role play. So we start out easy and build as we go.

Be sure to take your time as you work through these exercises to get the maximum impact.

In short, this will not be a night of you talking AT your group; rather, it will be an opportunity for you to facilitate discussion and learning — both theirs and yours!

# HOW TO USE THIS GUIDE

The facilitator notes are written to help you understand what you should say and do on each slide.
When you see text in "quotes" and <i>italics</i> , the intention is that we are giving you a script that you could choose to read verbatim. Many of these are transition statements, designed to help you segue from each slide and guide the flow of the session from section to section.
You will also see <b>IMPORTANT KEY POINT</b> notes in a few places, where we really want to draw your attention to a main point we hope comes across with your group.
Our suggestion would be for you to read through this guide one time, from cover-to-cover, prior to the event. Jot down your own notes and reminders. Then, use it during the session – you do not need to try to memorize anything! It is completely appropriate for you to have this book in your hands as you lead the group through your session.
If you have any questions or suggestions about the training session, please feel free to contact the pop <b>we</b> team!
Thanks again — and have a great session!  GROUND TEAM LEADER — Training Session Checklist  Prior to Convert  Howels  Select the standard of the Server one another, as good stawards of Good's world groce. I prior to 12  Weeks  Select the standard of the Server one another, as good stawards of Good's world groce. I prior to 12  Weeks  Select the standard of the Server one another, as good stawards of Good's world groce. I prior to 12  Weeks  Select the standard of the Server one another, as good stawards of Good's world groce. I prior to 12  Weeks  Select the standard of the Server one another, as good stawards of Good's world groce. I prior to 12  Weeks  Select the standard of the Server one another, as good stawards of Good's world groce. I prior to 12  Weeks  Select the standard of the Server one another of the Server one another one of the Server one another of the Server one another one of the Server one of the Server one another one of the Server one of the Se
Don't Forget!  As you gear up for your training session, remember to use the Training Session Checklist as your guide.  **Commission Checklist as your guide.**

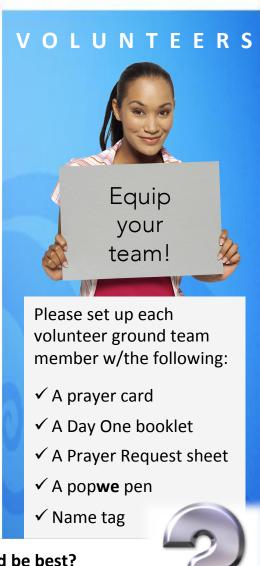
### REMINDERS

#### Items to bring to the training session:

☐ Laptop with copy of PPT saved to your Desktop

☐ Projector and screen (if needed)

- Speakers (if needed)
- ☐ Copy of Facilitator's Guide
- ☐ Prayer Process cards
- Prayer booklets
- Name tags
- ☐ Prizes/materials from care package
- Be sure to do a test run of the PowerPoint to ensure everything is functioning, and that the videos play and sound is working.
- Play the Matthew West Live Forever
   CD as guests arrive. (Optional)



#### Wondering what seating arrangement would be best?

Round tables to allow for small group discussion would be perfect! Please keep in mind that the group will also need to work in pairs for role play(s).

## SESSION OVERVIEW

You'll notice from the checklist that we recommend scheduling a 90-minute session. And, before you think, "Wow, that's a big commitment!" – please review the materials. You'll see that with the number of group discussions along with the prayer process role play, the time will absolutely fly by!

Topic	Slide(s)	Approx. Time
I. Introduction & Objectives	1-4	5-10 min.
II. Power of Story	5-12	25-30 min.
III. Roles & Responsibilities of the Ground Team		
Overview of Role & Overcoming Fears	14-17	5-10 min.
Types of Prayer Requests	18-20	5-10 min.
The Prayer Process	21-26	10 min.
Role Play	27-28	10-15 min.
IV. Event Expectations	29-34	10 min.
V. Thank You and Closing Prayer	35-36	5-10 min.
	7	Total: Approx. 90 min.



## R E A

Example #1

# Do Something



You'll notice this story is included in the Powerpoint presentation. When in slideshow mode, the words are meant to scroll in from the bottom of the screen. If, for some reason, you experience technical difficulties, please read from this copy instead.



Andrea, a former University of Colorado student, chose to spend a semester abroad learning micro-financing in Uganda. While there, she happened upon an orphanage in critical condition. The children were being badly neglected and abused. Her heart broke for these orphans who had no advocate. That's when this college student decided to do something. She called her parents and said, "I'm not coming home." She refused to leave these children until something was done to improve the conditions.

By sheer determination and refusal to give up, Andrea and her sister convinced the Ugandan government to close down that orphanage, which left about forty children with no place to go. The government handed the children to her. Andrea brought this need back to the states with a new vision and desire to create a safe place for these children to grow and learn. Today, Musana (which means "sunshine") is a thriving orphanage in Iganga, Uganda, housing over one hundred children! Andrea prefers to spend most of her time in Uganda, reaching the world, and bringing hope to people one helpless child at a time. When asked what it was that made her fight for these children, she simply said, "I just kept thinking, 'if I don't do something, who will?""

Matthew West was so moved by Andrea's story that he captured her courage and determination in his powerful song, Do Something.

## JORDAN'S STORY

Example #2

# Hello, My Name Is



#### **JUST IN CASE!**

You'll notice this story is included in the Powerpoint presentation. When in slideshow mode, the words are meant to scroll in from the bottom of the screen. If, for some reason, you experience technical difficulties, please read from this copy instead.



"Hello, my name is Jordan and I am a drug addict." That was the first sentence of this young man's story. As a two sport all-star athlete in high school, Jordan received a college scholarship to run track and play football at a university in Kentucky. During his sophomore season, Jordan broke his ankle. That is when he received his first prescription to Oxycontin. His addiction quickly took hold of his life and sent him spinning out of control. After two failed drug tests, the university kicked him out and removed his sports scholarships. Jordan had lost everything for which he had worked so hard.

Lost and out of control, Jordan needed help. His parents showed their deep love for their son by courageously entrusting his healing and recovery to Teen Challenge in North Carolina. Teen Challenge is a Christian rehabilitation center with a mission of restoring lives with the hope of Jesus Christ. Jordan said it was during his time in Teen Challenge that he began to realize that God wasn't done with him yet, and that all of those defeating titles like "addict," didn't have to be attached to his name for the rest of his life.

Since his recovery, Jordan went back and got his master's degree from the very college that kicked him out. Now, he is a teacher, a coach, and a newlywed. And, he has recently felt God calling him into full-time ministry. Jordan says about his identity, "These days I introduce myself a little differently than I used to. Hello, my name is Jordan and I am a CHILD OF THE ONE TRUE KING!"

Let's listen to the song he inspired right now!

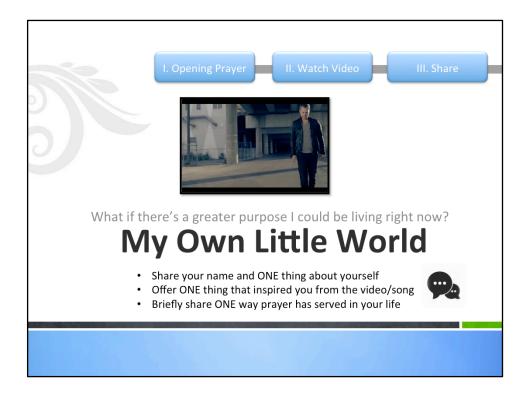


As a reminder – be sure to play Matthew West's *Live Forever* CD as guests are arriving to help set the tone for the session.

Greet your team as they arrive and welcome them - introduce yourself to anyone you haven't worked with before.

Once everyone is seated and you are ready to begin, call their attention to the scripture verse at the top of this slide.

Thank them for coming forward to use their gifts to be part of this ministry!



- I. Begin your session with an opening prayer.
  - Open with a prayer of your choice, or feel free to use this prayer which is actually written into the song "My Own Little World" –

Father, break my heart for what breaks yours. Give me open hands and open doors. Put your light in my eyes and let me see that my own little world is not about me.

- After you lead the group in an opening prayer, click to play the video. It will
  open in full screen. When the video finishes, it will take you back to this
  slide.
- II. Watch the video of Matthew West's song My Own Little World
  - After the video you may want to make a comment like: "If you're like me, when you saw this video, you saw something of yourself. I asked each of you here tonight because I think you have that same desire that Matthew wrote about in this song a desire to move outside of our own little world to help others in need."



"Now that we've learned a little about each other, here's what we are going to work to accomplish tonight."

Read the 3 objectives on the slide.

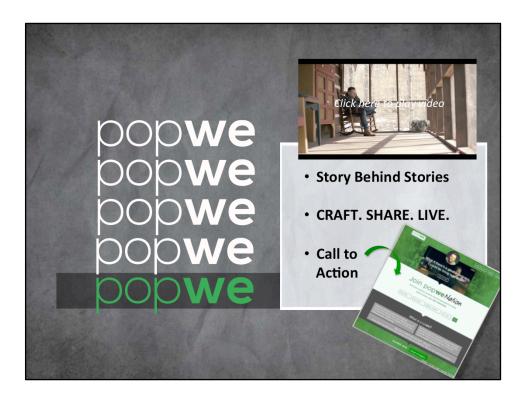
Click to advance the slide.

Then, please read the following note from the popwe team:

Our ministry is passionate about taking Christian music beyond entertainment. Your desire to help with this local event is tremendous and LIVES WILL BE CHANGED as a result of the prayers that are lifted that night and after. However, we also pray that the team you have assembled will learn meaningful insights during this session that they will then share with family, friends, and others in the community. The power of prayer is truly God's gift to us. Believing in that power creates miracles on earth. We will spend time on the prayer process and belief in that process later in the session. Thank you for being part of this Ground Team and for helping to make miracles happen!

"Let's hear more about the story behind popwe from Matthew West."

• When you click to advance to the next slide, it will automatically launch



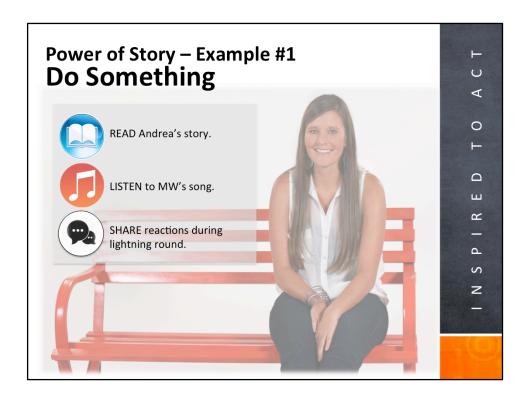
"To help INTRODUCE us to the mission of popwe, let's listen to Matthew West share the story behind his call to build this ministry."

Play the Intro video.

• Click on the video thumbnail to play the video. (If you click elsewhere on the slide, it will end the slideshow.)

After the video, you may want to say something like:

"Matthew talked about the power of story – let's look at how two people's stories became the inspiration to countless others."



Explain that next, you will be doing two small group activities – centered around two amazing and inspiring stories.

Each activity should take about 10 minutes.

- We'll READ the story together.
- Then we'll LISTEN to the song that the story inspired.
- Finally, we'll have a "lightening round" to SHARE our reactions.

Point out the words "INSPIRED TO ACT" on the right side of the screen.

"This first story, about a young woman named Andrea, has an incredibly universal message around the difference that one person can make when they decide to simply DO SOMETHING."



- A copy of this story is also available in your Facilitator Guide. The words will scroll up on their own (do not click). Either read it out loud or ask the group to read it individually to themselves.
- When you click to advance to the next slide, it will automatically launch into the video for the song.



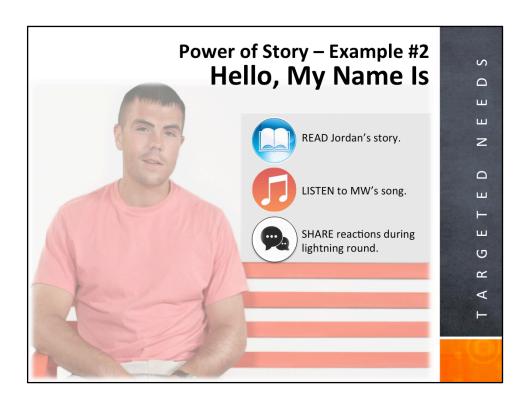
If for any reason you are unable to play the video, you can also launch it from www.popwe.org/groundteam.



In the Lightning Round, you want to encourage each person to give a very brief response.

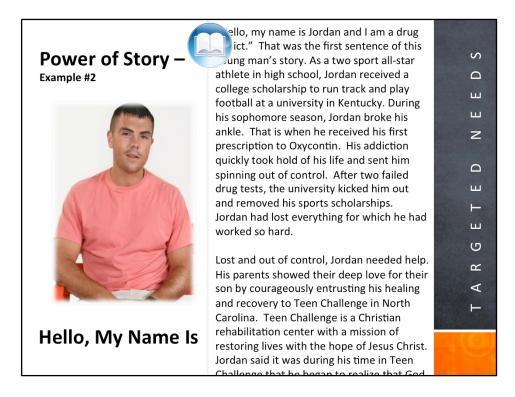
**IMPORTANT KEY POINT:** Be sure to close the discussion by talking about the ripple effect of this story.

There is no question that Andrea had an amazing impact on the lives of these Ugandan children. But by sharing her story, she inspired Matthew to write this song – which became an anthem for literally thousands of others to DO SOMETHING – big and small things that impacted countless other lives, and continues to create a ripple effect every time someone hears this song and is INSPIRED TO ACT.



"Our next story centers around Jordan and the personal challenge that he faced."

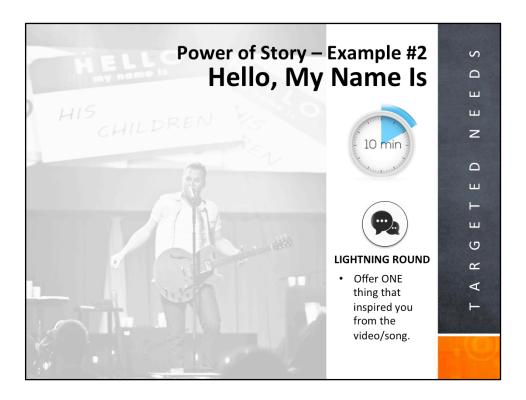
Explain that you will repeat the same activity with this story – READ Jordan's story, LISTEN to the song it inspired, and SHARE our reactions.



- A copy of this story is also available in your Facilitator Guide. The words will scroll up on their own (do not click). Either read it out loud or ask the group to read it individually to themselves.
- When you click to advance to the next slide, it will automatically launch into the video for the song.



If for any reason you are unable to play the video, you can also launch it from www.vevo.com (search for Matthew West – then select "Hello My Name Is Lyric Video).



Engage in another "Lightning Round" to encourage the group to share their thoughts/reactions to Jordan's story.

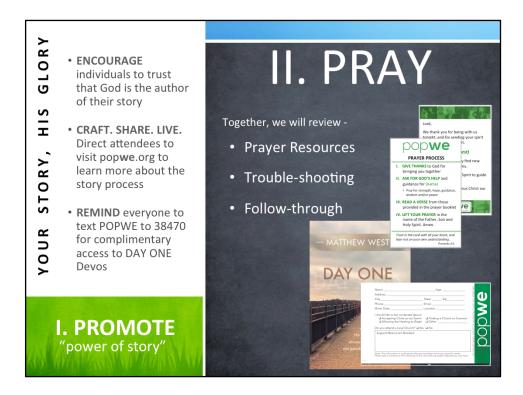
**IMPORTANT KEY POINT:** Close the discussion by summarizing the key take-aways from both stories. For example – you might say something like:

"Although Jordan's story is more personal to his struggle with addiction – even if we haven't faced that specific challenge in our own lives, we each have our own challenges to overcome. My hope is that you feel inspired by his will to overcome and his belief that God saw something more for him.

Both Andrea and Jordan are living proof of the power of story. Through their decisions to act, and their courage to share, their stories have impacted and inspired others."



"Now that we've introduced you to pop**we**, and been inspired by the "power of story" – let's shift into our next objective for our session: EQUIPPING you to serve at our upcoming concert/event."



Explain that the role of the Ground Team Members at the event is two-fold:

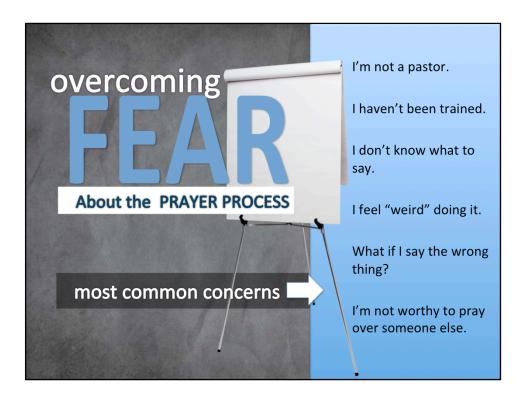
- · To promote the power of story, and
- To pray with concert-goers who come forward after the show.

#### I. Promote

"Now that we've experienced a bit of the "power of story" for ourselves – hopefully we feel empowered to be able to be "'promoters' – in the best sense of the word." Review the list of potential ideas to promote the "power of story" from the slide. These are intended to be examples of "ice-breakers" that you could use with concert-goers as you are waiting for someone to pray with.

#### II. Pray

"The primary focus of our role as a Ground Team is to pray with those who come forward. So we will spend the rest of our time focused on the Prayer Process. As we discussed earlier, this process can change lives and we hope that you will take what you learn during this session and share with others."



"Before we talk about HOW we should pray over others – let's first talk through some of the potential fears that could be associated with this ministry."

Note to Facilitator: The goal on this slide is to reassure the group that any fears they might have are totally normal – and shared. Through the next few slides, you will help them realize how they can easily overcome any fears they may have.

#### - Optional Activity -

If you have a flipchart available, ask the group to brainstorm a list of potential fears about a prayer ministry. This allows them to voice their own concerns. Once you have a list of 5 or so items, click to display the list in the blue box. Most likely, the two lists will be very similar.

If you choose not to do the optional flipchart activity –

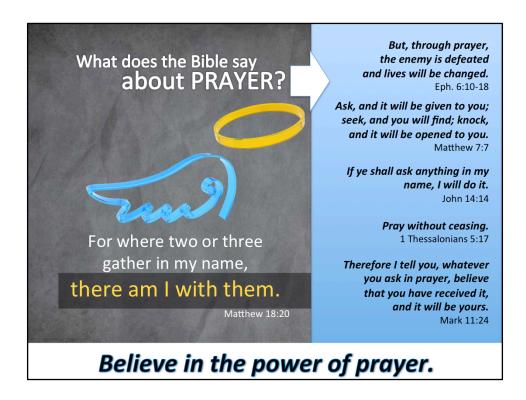
Click to display the list in the blue box and discuss. You should expect to see a lot of heads nodding as you talk through this list of common fears/concerns.

Note that the last item on the list "I'm not worthy to pray over someone else" highlights in red as this is the most common and least likely to be voiced. The next slide bridges the last concern and seeks to overcome it.



Remind the group that God does not call the qualified – He qualifies the called.

"Each of us is not only <u>worthy</u> of praying over someone – but in fact, God has called us to prayer through scripture."



Read the scripture passages aloud or let the group read them silently to themselves.

- Optional Activity -

Allow the group to silently read through the list of scriptures. Ask each member of your group to share which passage stands out most to them and why – or if they have another scripture passage about prayer that is especially meaningful to them.

#### **IMPORTANT KEY POINT!**

CLICK to animate the slide (the question "Do you believe in the power of prayer" appears). Close with a discussion around the following:

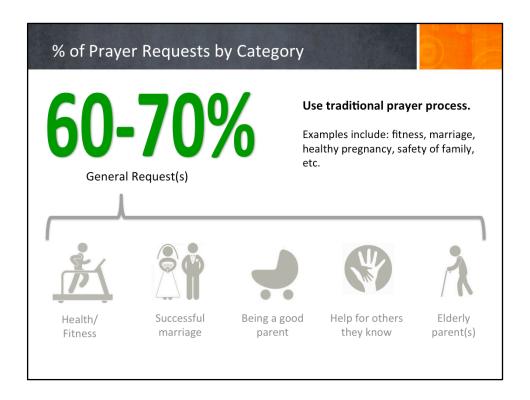
So we really have two questions we each need to answer:

1. Do I feel I am qualified to pray over someone else? (By this point, everyone should be able to answer "yes" to this one!) Again, we are saying "qualified" not yet equipped which we will learn next.

And then - more importantly -

2. Do I believe in my heart that my prayers are being heard? *Do I truly believe in the power of prayer?* 

Even if you have a bit of lingering doubt about your answer to #1 - if your answer is a resounding "yes" to this question, then you are ABSOLUTELY qualified!



"So we've addressed some of the the potential fears – about not being qualified or worthy for this ministry. However, there may also be a bit of a 'fear of the unknown.' We don't know what types of prayer requests people may bring forward. So let's review what's been the experience of other popwe Ground Teams in this ministry."

Explain that based on past experience, the vast majority of requests will be "general requests" – such as these. Many of us may pray for these types of things every day in our own lives.

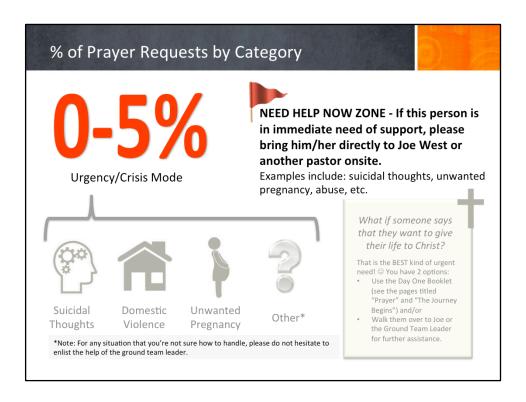
For these types of requests, you will use the traditional prayer process – which we will teach you in just a few minutes.



Explain that a smaller portion of the prayer requests that come forward may be more targeted – such as the examples we see here.

For these requests, you will use the traditional prayer process – with a couple of important additions.

- If you have any available local resources that could be helpful (e.g. cancer support group, addiction counseling, etc), be sure to mention these and provide additional information as appropriate.
- When we walk through the prayer process, we'll look more closely at the
  Day One booklets. These will be provided as a take-away to each person
  you pray with and they include a tear-off card at the back. This card
  provides a place for them to fill in their contact information which can
  allow Pastor Joe West and the popwe team to follow-up, as needed.



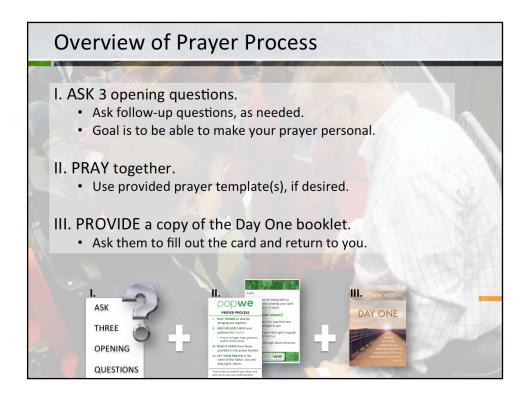
"Now I know what you are thinking...'But what if I get the exception to these rules??'"

Explain that there is an exceptionally small chance that you may have someone come forward with a more urgent need – someone who is really in a crisis mode. If this is the case – you simply explain that you want to bring their request to another team member who might be better equipped to help them. And then walk them over to

Note to Facilitator: You need to fill in the blank with the right name(s) for your event. This could be Pastor Joe West and/or it could be a pastor from your church. If you are unsure of who would be the right person for your event, contact Pastor Joe West to talk further.

Explain that there is another need they may see that is URGENT in the best way possible. Talk through the two options outlined on the slide for someone who comes forward wanting to accept Jesus into their heart for the first time.

Pause here and ask for any questions or reactions to the type of prayer requests they might expect.



"Now that we are convinced that we are the right people for this calling – and we know a little more about what types of prayers we might be asked to provide, let's walk through the simple 3-step process that we'll use to pray."

"When we talk about "praying over someone" – some of us may be able to visualize exactly how we would do that. But for others, having a simple process that we can use will help us feel more comfortable and confident in this role."

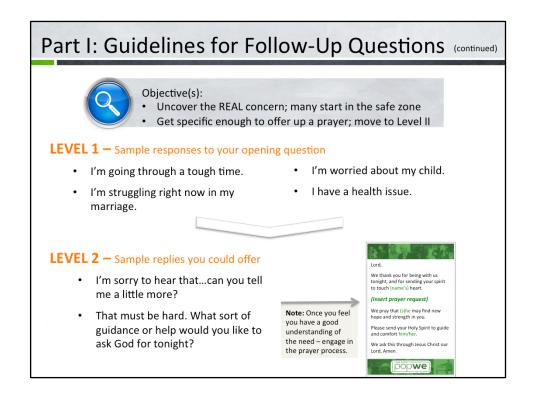
Review the three steps on the slide, and explain that in the next few slides, you will dig deeper into each step. Again, this process is meant to guide and create confidence, not to limit or confine.

# Part I: Opening Questions Introduce yourself and ask their name. Ask about their experience at the concert/event. Open a dialogue. Is there anything in particular the God put on your heart tonight? Is there anything that you would like to pray about together? As they begin to share, guide them to a quiet place; you want to be visible, but private. Position yourself so that your back is to the crowd.

Explain that Step I is to ask three opening questions.

Review the questions on the slide. Stress that this opening is intended to be very conversational and to minimize any potential awkwardness as an individual comes forward.

Remind the group that just coming forward may be a very big step for some – so we want to be welcoming and approachable.



Explain that as you open a dialogue with your third question – some may start at what we've dubbed "Level 1" or the "safe zone." Meaning, they may give you a very general/broad response.

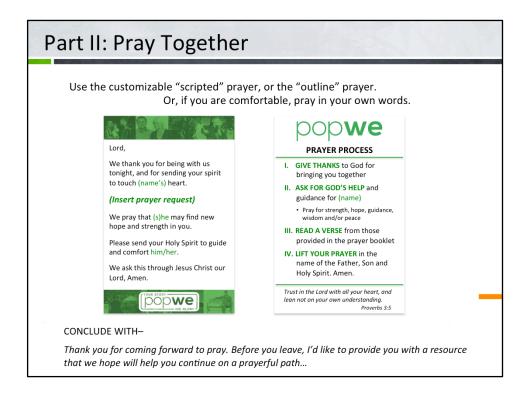
Your goal then is to ask a few follow-up questions to gather enough information that your prayer can be more personal.

Read through the sample responses under Level 1, and the sample replies under Level 2.

You may shift into role playing a scenario right here – such as:

Let's say a man comes forward. You introduce yourself and find out his name is Mike. You ask him — "Is there is anything in particular you would like to pray about together?" And they respond, "Yes — I'm going through a tough time right now." You don't want to launch right into a prayer — "Lord, please help Mike, as he's going through a tough time." You want to ask him to tell you a little more — encourage him to share what he's struggling with — so that your prayer can be most meaningful for him."

Once you feel that you have a good understanding of their need, shift to Step II – Pray Together.



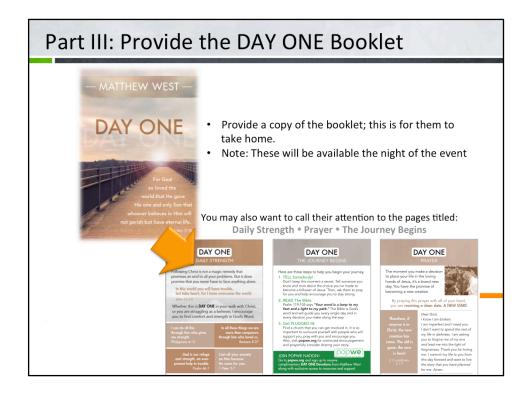
Have each person take out their Prayer Card.

• Read the two prayer options out loud – the "scripted" prayer on one side, and the "outline" prayer on the other.

Explain that if they find it helpful, the intent is for them to carry this card with them and hold it in their hands as they pray. (They need to keep this card for use during the event.)

Remind the group members that it is absolutely fine for them to pray in their own words if they are comfortable doing so.

After they pray, they should transition to the final step of the process (see language at bottom of slide).



Explain that Part III is to provide a copy of the DAY ONE booklet as a take-away

 This resource is designed for the individual to read on their own after the show/ event. It provides them with a guide to continued prayer as well as several scripture verses that they may find helpful.

Ask each person to take out their copy of the booklet. <u>Briefly</u> walk through each page together so that everyone is familiar with the resource.

- You may want to give special focus on the pages listed on the slide (Daily Strength, Prayer, and The Journey Begins). These are pages that the Ground Team Members may want to point out to the individual they are praying with, based on their needs.
- Remind the group that they can have this copy for themselves and that many more will be available the during the event for them to distribute.



Finally, stress the importance of having each person they pray with complete the tear-off card.

#### Explain that:

- This card provides a way for the popwe team to follow-up with individuals as needed. This information will not be shared outside of popwe.
- Each Ground Team member will be given a popwe apron to wear the night of the
  concert/event. The apron has pockets for their supplies their individual prayer
  card, the Day One booklets, and a pen.
- Once they've given the booklet and briefly explained its purpose, they should
  actually hand the individual a pen and ask them to complete the card before they
  move on to pray with another individual.
- At the end of the night, the Ground Team Leader will collect all of these cards and give them to Joe West (or another member of the popwe team).

Explain that once the candidate has completed the card, the ground team member can close by saying something like (read the line on the bottom of the slide).

Pause here to ask what questions the group may have about the 3-step prayer process.



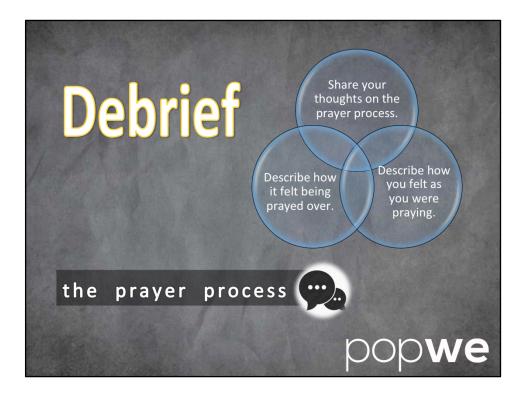
"Now that we understand the 3-step prayer process, let's try it for ourselves. A role play will give us a chance not only to "practice before the real thing" – but it will also give us the opportunity to experience what it FEELS like to be prayed over. "

Divide your group into pairs. (If there are an odd number of people, you can be a partner to one.)

#### Explain that:

- They should choose who will be the Ground Team Member and who will be their person being prayer over. (They will each have a turn to play each role.)
- They should role play the 3-step process as if they had just met after the concert.
- If you are the person being prayed over, offer something real in your life that you'd like to pray for.
- They should switch roles in about 5 minutes.
- After we've each played both roles, we'll come back together as a large group and talk about our experience.

**IMPORTANT KEY POINT:** "Remember: It's less important whether you use all the right words, but more important that your belief in the power of prayer comes through behind your words!"



Spend a few minutes to debrief the role play using the three discussion starters on the slide.

#### **IMPORTANT KEY POINT:**

Here's what we hope you hear in your debrief!

- The 3-step process is simple to remember and feels very natural.
- It felt good to pray for someone and it felt even better to have someone pray for me!
- I could use this 3-step process with my spouse, children, in other church groups this was really worthwhile!

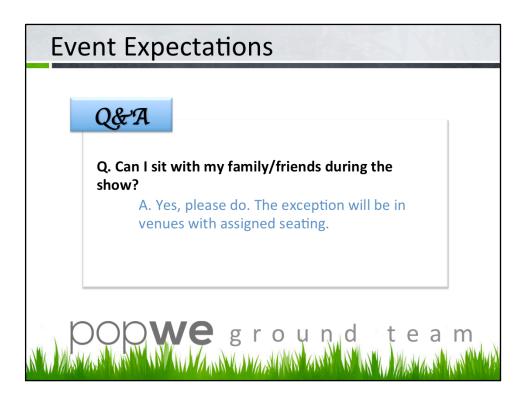
# Your admission is free; please purchase tickets for family and friends. Please arrive 15 minutes before "doors open." Note: Doors typically open one hour before the show start time. Assemble as a group for our pre-concert huddle. Receive your individual name tag and green apron. Collect a small supply DAY ONE booklets, pens, and your prayer card. Locate the place you will stand after the concert. Enjoy the show!

"Let's finish our session with a few important logistical items..."

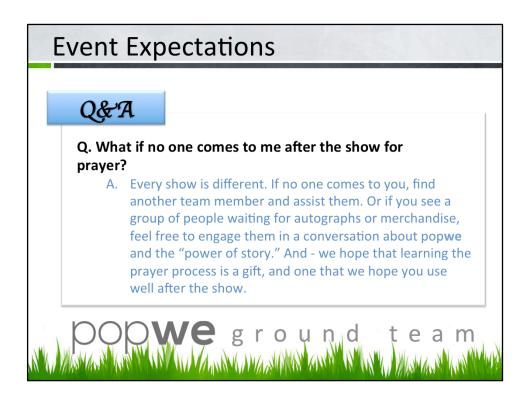
Read through the Event Expectations listed on the slide.

Your group may have questions – so we've tried to answer the most FAQs on the next few slides.

• If you are asked a question that you aren't sure of the answer to – please reach out to the popwe team and we'll help you find out!



Be sure to know your venue and whether seats are individually purchased or if the tickets are general admission.



Depending on your group and your interest, you may even consider hosting a post-session event in the days following the show. It would be great for the members to share what they learned, how they felt, places they've used the prayer process outside of this event, etc.

# **Event Expectations**



# Q. Will we get to meet Matthew and the band?

A. MW is very appreciative of you serving this ministry and will do everything he can to spend time with the team in prayer ahead of the show. However, there are times when circumstances may prevent him being able to join you.



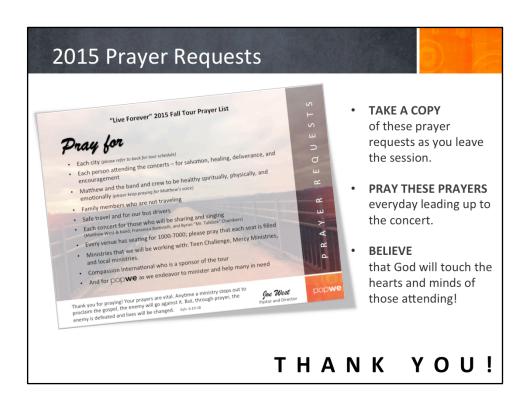
# **Event Expectations**

## Q&A

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A. No. It takes many hands to make a concert work and there will be volunteers for the merchandise table, ushers, employees of other non-profit ministries, etc. Look for the green aprons to find our group.





"Before we conclude, I'd like to call your attention to one last item. Since our ministry is focused on prayer – it seems only fitting that we would each commit to praying every day between now and the concert/event."

Ask everyone to take out their copy of the Prayer Requests sheet. Explain that this is a list of prayers that we are asked to lift up each day.

"Perhaps most importantly – let's commit to praying that God will touch the hearts and minds of all those who attend the event – including each of ours!"



- I. Let me share one final video message from Matthew.
  - Click on the video thumbnail to play the video. (If you click elsewhere on the slide, it will end the slideshow.)

#### II. Debrief by:

- Asking each person to share ONE reflection about this session.
- Reminding everyone to continue to lift the popwe prayer requests.
- Asking each person to practice the prayer process with others, especially their loved ones.
- III. Close in prayer. You may use the following prayer, which includes several of the prayer requests from the handout or you can pray your own.

Lord, we thank you for bringing us together and calling us to this ministry. We truly believe that you hear and answer our prayers. We ask for your blessings for:

- Our upcoming Matthew West show and all of the upcoming shows on his fall tour that you may show your presence to all who attend..
- Those who will attend that they may experience salvation and healing



Explain that Matthew mentioned joining popwe Nation in his intro video. Encourage each of them to take a moment before they leave to send a text and sign up to become part of this group and stay connected with popwe going forward!